

**North West London Whole Systems  
 ISA IG Governing Group Meeting  
 7<sup>th</sup> January 2016  
 Time: 9.30am – 12.00pm**

**Venue: British Dental Association,  
 64 Wimpole St, London W1G 8YS**

**ATTENDEES**

<b>Name</b>	<b>Role</b>	<b>Organisation</b>	<b>Attendance</b>	<b>IN.</b>
Sanjay Gautama (Chair)	Caldicott Guardian	Imperial NHS Hospital Trust	Yes	<b>SG</b>
Kuldhir Johal	CCG GP IT Lead	Hillingdon CCG	No	<b>KJ</b>
Simon Howarth	Deputy SIRO	London North West Healthcare NHS Trust	Yes	<b>SH</b>
Alan Meakin	IT project manager	Harrow Council	No	<b>AM</b>
Caroline Bailey	Deputy Director for Strategy and Transformation	NWL Collaboration of CCGs	No	<b>CB</b>
Katrina Smith	IG Manager	West London Mental Health NHS Trust	No	<b>KS</b>
Raj Seedher	IG Manager	Brent Local Authority	Yes	<b>RS</b>
Eleanor Tunnicliffe	Legal Advisor	DAC Beechcrofts	Yes	<b>ET</b>
David Stone	IG Consultant	Kaleidoscope	Yes	<b>DS</b>
Sonia Patel	WSIC Informatics Lead	NWL Collaboration of CCGs	Yes	<b>SP</b>
Selin Barnett	WSIC Project Manager	NWL Collaboration of CCGs	Yes	<b>SB</b>
Dr Mohammed Al Ubaydli	CEO	Patients Know Best	No	<b>MU</b>
Angeleca Silverside	Lay Partner	West London	Yes	<b>AS</b>
John Norton	Lay Partner	Central London	Yes	<b>JN</b>
Mary Umrigar	IG Manager	Ealing Council	No	<b>MU</b>
Caroline Kerby	GP representative	NHS Brent CCG/ Brent Harness Network	No	<b>CK</b>
Ritu Sharma	IG Manager	The Hillingdon Hospital NHS FT	Yes	<b>RSh</b>
Caroline Law	IG Manager	Chelsea and Westminster Hospital	Yes	<b>CL</b>

Gary Wilsher	IG Manager	Hounslow Council	No	<b>GW</b>
Graham Trainor	IG Manager	West Middlesex University Hospital	No	<b>GT</b>
Reena Parmar	IG Manager	Harrow Council	No	<b>RP</b>
Phillip Robinson	IG Manager	Imperial NHS Hospital Trust	No	<b>PR</b>
Jason Clarke	IG Manager	BHH- Brent Host	Yes	<b>JC</b>
Rory Hill	IG Officer	CHWHHE	No	<b>RH</b>
Stephen Murphy	IT Commissioning and Information Governance Specialist, Adults Social Care Shared Services	Triborough	No	<b>SM</b>
Janice Boucher	Borough Information Governance and Caldicott Support Manager	Triborough	Yes	<b>JB</b>
Kate Glass	Project Manager	Kilburn GP Network	No	<b>KG</b>
Vijay Patel	IG Representative	Harness GP Network	Yes	<b>VP</b>
Sheri Ekladios	IG Manager	CLCH	Yes	<b>SE</b>
Laurie Slater	GP representative	Hammersmith & Fulham	Yes	<b>LS</b>
Richard Baxter	GP representative	Hounslow	Yes	<b>RB</b>
Simon Haines (deputy)	Analyst	Hounslow Council	No	<b>SH</b>
Cyndee Massa (deputy)	IG Facilitator	CLCH	No	<b>CM</b>
Nadia Haynes (Minute Taker)	WSIC Project Administrator	NWL Collaboration of CCGs	Yes	<b>NH</b>
Ian Riley	Director of BI	NWL Collaboration of CCGs	No	<b>IR</b>
Alex Fosh	Legal Advisor	DAC Beechcrofts	No	<b>AF</b>
Amanda Lucas	WSIC Dashboards & DW Programme Manager	NWL Collaboration of CCGs	Yes	<b>AL</b>
Araripe Garboggini			Yes	<b>AG</b>
Stephen Janering	Project manager- CIE	Imperial NHS trust	Yes	<b>SJ</b>

## PART ONE: Provider Partners

### 1. Welcome – Dr Sanjay Guatama

- Introductions for new members

### 2. Minutes and Actions Update – Selin Barnett

- The minutes of the 3 December 2015 meeting were reviewed and agreed.
- **AS** expressed that there should have been a better representation of GPs at the meeting on 7 January 2016 particularly because GP Data was on the agenda.

## **ACTION UPDATE**

Action No.	Date	Action	Assigned to	Status/Update	Status
<b>52</b>	04.05.2015	Process and procedures documents need to be updated and signed off by governance group	<b>AL</b>	On-going, more work needed by Data Processors  AL to bring back document to sign off.	<b>Open</b>
<b>68</b>	04.06.2015	ISA Governance Group to send letters to the CCGs to ask for them to encourage the GPs that have no passed the IGT in March but have signed the ISA letters, to ask them to be compliant and confirm.	<b>JC</b> <b>RH</b>	Paused however it will be picked up again by JC who will provide an update to governing group.  JC attended meetings with Harrow Brent and Hillingdon CCGs giving them an update on the GP toolkits. JC will be attending Practice Manager forums and engaging with the Practice Managers to ensure that the compliance for the 8 CCGs is exactly where it's meant to be.	<b>Open</b>
<b>70</b>	04.06.2015	Explore Tier, for an independent review of security arrangements and provide feedback to the governance group.	<b>SP</b>	SP to bring back to group after Data Warehouse is operational.  To be picked up in future meeting.	<b>Open</b>
<b>89</b>	07.06.2015	Social Care Partners to provide agreed minimum dataset for the WSIC Data Warehouse	<b>All</b>	Harrow Sent data Brent Sent data Meeting set up with Triborough.	<b>Open</b>

<b>92</b>	04.08.2015	Circulate National Partners Summary of WSIC Programme once available	<b>SP</b>	<p>First draft was circulated for comment, waiting for LGA to write up case study.</p> <p>DS met with WELC who do not believe that IGA understand what we are doing nor do they think that they will publish material. SB to circulate link to recent publication.</p> <p>National work paused.</p>	<b>Paused</b>
<b>100</b>	08.09.2015	RACIE of the proposed Programme to be shared with the Governance Group	<b>JH</b>	Paused until 2016.	<b>Paused</b>
<b>101</b>	08.09.2015	Imperial Healthcare Partners to come back to the Governance group to answer questions on data flows, IAO, Clarification of hand-off of liability (roles and responsibilities), patient complaints procedure and demonstration or proposal of look up tool.	<b>JH</b>	Paused until 2016.	<b>Paused</b>
<b>102</b>	08.09.2015	Legal review of changes of WSIC ISA and associated risks to be brought back to Governance Group	<b>JH</b>	Provider Partners have expressed concern.	<b>Paused</b>
<b>103</b>	08.09.2015	C2C team need to come back to Governance Group	<b>JH</b>	Provider Partners have expressed concern.	<b>Paused</b>

		with feasibility data request			
<b>106</b>	06.10.15	The Governance Group agreed to ask Dr Ben Lucas to chair a group to finish the work on the definition of risk stratification.	<b>ALL</b>	SB Ben Lucas to join GG, pickup	<b>Open</b>
<b>118</b>	05.11.2015	SB to send our survey monkey ref new name of governance group and ISA	<b>SB</b>	No new name proposed.  To be picked up in 2016 once CIE is adopted.	<b>Closed</b>
<b>122</b>	05.11.2015	Governance Group to nominate GP co-chair, to be discussed and adopted in 2016	<b>SG</b>	SG talking to nominees.	<b>Open</b>
<b>123</b>	03.12.2015	SG requested that guidance on IG to GP's is provided.			<b>Open</b>
<b>124</b>	03.12.2015	SB to put together a letter to be sent to providers re. Action no. 68.	<b>SB</b>		<b>Closed</b>
<b>125</b>	03.12.2015	SG advised group that if there are any comments that anybody wishes to make regarding the statement that they send them back to SB as soon as possible.	<b>ALL</b>		<b>Open</b>
<b>126</b>	03.12.2015	DS agreed to look at recommended assurance that the governance group should be seeking	<b>DS</b>		<b>Open</b>

		from signatories and to report back at next meeting.			
<b>127</b>	03.12.2015	JC to get DPA's with TPP, System One.	<b>JC</b>		<b>Open</b>
<b>128</b>		SP/SB/DS Bring back Data Controllers rights and duties instructing data processors to next meeting.	<b>SP/SB/DS</b>		<b>Open</b>
<b>129</b>	03.12.2015	SB to share DPA's with Governance Group.	<b>SB</b>		<b>Open</b>
<b>130</b>	03.12.2015	SG our next meeting, all providers are to give an update on how they are managing comms.	<b>ALL</b>		<b>Closed</b>
<b>131</b>	03.12.2015	SP and SB to circulate WSIC comms template so that each organising can align the WSIC message to their own. Selin offered to meet with Communications Managers at request to discuss.	<b>SP/SB</b>		<b>Closed</b>
<b>132</b>	03.12.2015	SB to request an official response from Raj Seedher regarding the Concentra and South East CSU report.	<b>SB</b>		<b>Open</b>
<b>133</b>	03.12.2015	ALL welcome to provide further	<b>ALL</b>	<b>To be picked up in February meeting.</b>	<b>Open</b>

		comments to SB regarding the Concentra and South East CSU report.			
<b>134</b>	03.12.2015	SG requested that following the investigation, both JC and DS work collaboratively to put together a list of recommended options about data controllers i.e. the providers, Brent and their role as a host and the programme and how we focus and engage in the right way. Update to be presented at January meeting.	JC/DS	Update to be given in January meeting.	<b>Open</b>
<b>135</b>	03.12.2015	RS to take November possible incident investigation further on behalf of the data controllers to be reported back in January.	RS		<b>Closed</b>
<b>136</b>	03.12.2015	ALL Comments to be sent to SB regarding the PKB document that that was circulated to the group.	ALL		<b>Closed</b>
<b>137</b>	03.12.2015	SB to reiterate the discussion in writing and send out with the document enclosed again to all of the Provider	SB	To be picked up in January meeting.	<b>Open</b>

		Partners and co-ordinate responses and present everything back to group in another meeting as a finalised draft.			
<b>138</b>	03.12.2015	PKB DPA to be signed off by Brent Exec.			<b>Closed</b>
<b>139</b>	03.12.2015	AL to bring demo dashboards to next meeting.	<b>AL</b>		<b>Open</b>
<b>140</b>	03.12.2015	AL to bring backup data processing proposal to Governance Group before data moves.	<b>AL</b>		<b>Closed</b>
<b>141</b>	03.12.2015	SB to share details of Government Verify with the governing group	<b>SB</b>		<b>Closed</b>
<b>142</b>	03.12.2015	SB to coordinate meeting on Tuesday 15th December 2015 where the New Data Guardian will present to LPAG and governing group members will be invited to participate.	<b>SB</b>		<b>Closed</b>
<b>143</b>	03.12.2015	SP welcomes discussion on how the commissioned piece of work will address real challenges that patients face. Re. good practice and	<b>SP</b>		<b>Closed</b>



		data sharing.			
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## ACTIONS

- **SG** requested that a separate list should be created for actions that are paused.
- **SG** requested an audit of the attendance register for the last 12 months and for a letter to be drafted to those who have not attended informing them that decisions are being made at meetings.
- **JC** to circulate BHH report to the Governance group.
- **SB** to publish all DPAs online and circulate link to to website location.
- **SP** to pick up 139 at the next Design Authority meeting.

### 3. Data Requests and Access Requests

#### - Access request End of life care – Sonia Patel

- **SP** presented the Data Requests on the behalf of Caroline Bailey (CB) Deputy Director of Strategy & Transformation who was not in attendance today; the Access Requested permission access into the de-identified area in the WSIC data warehouse particularly the GP data from Hillingdon practices already extracted

This request has the support of Hillingdon Early Adopter GP's who have asked for further analysis would like to be undertaken, to look at how to develop and further new models of care particularly around end of life care. The WSIC Hillingdon Early Adopter are currently working with adults over the age of 65 but are looking at what the next stages are for developing an integrated pathway and what that would look like for other population groups.

**CB** has asked if the Governance group would approve access to the de-identified area to support more information being collected to help shape the future care model work –

To be noted that McKinsey have been commissioned to carry out an analysis of unidentifiable data sets to support NWL CCGs and in particular Hillingdon's work at their request.

- **SG** asked who had made the request from Hillingdon to which **SP** noted was Martin Hall (Network Lead for Metrohealth GPs network for the integrated care in Hillingdon).
- **SG** and **AS** both expressed concerns about not grasping the specifics of what McKinsey are meant to be covering and **SG** said that he would like further assurance regarding their role and access to information.
- **SB** addressed their concerns explaining that the MOU was overarching and did not define the specific tasks that they would be doing but rather defines the process and procedures of what they're responsibilities

- SH noted that there was still the outstanding issue of November incident
- SG requested that the McKinsey MOU be circulated to the governance group for their information, would like the governance group members to review and make sure that they are happy that the agreement covers this extra work. We would also like clarity on the outstanding issue of IP with the dashboards, any further developments on the dashboard that came out based on provider partner data would need to be owned by the WSIC Programme or the provider partners.
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- **SP** to relay queries from the Governance group to Caroline Bailey and McKinsey. The group are seeking the assurance of the following:
  - Sponsorship from Hillingdon provider partners.
  - That the MOU sufficiently covers activity broader than multi-disciplinary support in terms of service level and new care models.
  - Any IP pertaining to the analysis carried out – who owns it?
  -

#### Data Requests – MHMDS Data – Selin Barnett

- SG requested that data requests that are not sensitive go through another approvals process so meetings are more streamlined
- ET, to fit with the data controllers in common model, any changes to data templates will need to be approved by data controller in question and then noted at the governance group
- SB suggested sending non-identifiable data requests to providers in question, to be noted at next governance group. All identifiable or sensitive codes would need to come back to governance group.
- SP noted that the forms needed to be changed and improved to reflect new procedure
- SG deferred non-sensitive data requests (MHMDS and GP spec) to new process

#### **ACTIONS**

- **ALL** to look at McKinsey MOU provide comment to SB is needed by Feb Meeting
- **SB** to redesign forms to reflect new process and publish on website before next governance group meeting
- **SB** to have the GP data requests and MHMDS signed off by provider partner representatives.

#### **4. IG Incidents - Raj Seedher**

- **RS** noted that he both incidents were still open.

A security audit has started on the organisation in question to explore the November incident, these organisation have been sent an audit template loosely based on the Information Commissioners Office (ICO) template for assessing security at organisations in

which a response is expected by 19<sup>th</sup> January 2016. It will be reviewed and RS will make recommendations and draft a brief conclusion report and present back to the Governance group in April.

Initial incidences were triggered due to lack of training and adhering to processes and procedures; so recommendations are likely to be along those lines of tightening these areas up

- **SG** said that the Governance group needed to work collaboratively ensuring that in 2 months' time when **RS'** recommendations come into play that there has been some visibility of those recommendations before the group see them and that there is an indication that those recommendations are being put into place. **SG** stressed that he was Keen to make patient representatives happy because it is their data.
- **SH** highlighted that the Governance group needed service level agreements on how incidents are categorised and handled, noting that as the Governance group, all are liable should something go wrong and that the group needs to be a lot more reactive.
- **DS** noted that this would be in his review of process and procedures that was requested last month and would report back in February.
- **SG** asked whether a letter could be drafted on his behalf to support **RS** indicating there were still some concerns from the Governance group regarding the incidents and the time in which it has taken to address them.
- **SP** in terms of mitigated actions what the Governance group where requiring, **SP** asked whether the group were seeking some form of SLA with the CIE programme and the WSIC dashboard programme around incident reporting; hard coded in the DPO; or a direct SLA. **SP** said that she would speak to the Lawyers about it to see which would be better.
- **SE** and **RT** enquired whether this incident should be reported on their IG systems? And asked **JC** whether this has been reported on Brent CCG's IG system and if it was classed as a level 2 incident?
- **JC** said that an incident report had gone to Brent CCG and that the Exec was due to receive the report in a weeks' time. The report has been seen by the Quality Committee and Caldicott Guardian has been made aware of it. **JC** was unable to confirm whether it was a level 1 or level 2 incident as further investigation was needed, a report would be taken to an upcoming Brent Exec Committee meeting and that will be on the system in due course.
- **RS** noted that an incident protocol had been agreed and signed off in 2015 and was being followed; however one of the key issues was that the organisation didn't see [the incident] as an accident nor did they feel that there was a breach which led to a disagreement.
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- **LS** in light of the incident said that it was a potential risk to WSIC and suggested the need for a robust timely response to which **SG** concluded saying that when the report comes back to the Governance group the best outcome is going to be hearing that the recommendations

are being fulfilled and that there is confidence that we can take a robust approach to any incident.

#### **ACTIONS**

- **RS** to make recommendations and draft a brief conclusion report about the incident presenting it to the Governance group in April.
- **SG** has requested a letter of support to be drafted on his behalf of Governance group in support of decisions that come out of the review **RS's** security audit.
- **JC** to give an update at the next Governance group meeting about the Exec committee meeting that he is attending.
- **AL** to work with **RS** to ensure that there are plans in place prior to mitigation ahead of the next Governance group meeting in March in relation to the CSU and McKinsey response that are due on the 19<sup>th</sup> of January.

#### **5. Fair Processing Reports - Selin Barnett**

- **SB** shared that the Comms templates had been sent out to all providers but noted that only a few of those templates had been returned back; so it was proposed that this process be rolled over to next month with hopes that Comms would have gone out by the next meeting.

There are a number of Comms materials available in the form of posters and videos should anyone require support or guidance they should contact **SB**.

- **RB** asked whether there was a set literate output to which **SP** responded saying that there was no defined gold standard for the Comms but that the Comms was set up at a stage approach. Leaflets and posters is the minimum. If organisations would like to deliver at a gold standard there is a standard text message that has been tested.
- **SP** suggested that the programme could look into working with local authority leads to discuss pieces being placed in local borough magazines to ensure that message is reaching people's homes.
- **RSh** said that the Director of Integrated Care wanted definitive timelines for when the programme was going to go live because the fair processing notices have to be in-line with that. The concern is that if information starts to go out now there could be some slippage with the Go Live dates.
- **AL** responded by saying that for each of the pilots a provider partner would be identified to work with each of the GPs who would look at the data and see how helpful it could be in forming a better level of care.
- **RSh** said that until frontline staff has Comms there is no point in putting Comms out publicly as the staff would not be best placed to respond to queries; so in January the plan is to put out Comms to staff in Hillingdon.

- **SG** summarised that the group needs to mandate the use of information, secondly noting that the Comms is comprehensive and good, but the fact that there is no information out there - fair processing needs to be taken seriously as it is a legal requirement.

## **ACTIONS**

- **SB** fair processing reporting to February meeting

## **6. Data Flows Legal Review and Advice from QC - Sonia Patel & Eleanor Tunnicliffe**

- **ET** gave an update on the legal opinion that was sought from the QC; Counsel was satisfied and very complimentary of the ISA commenting that it was one of the best public information agreements ever seen. The Counsel also said that it was very clear that the programme are trying to do things clear, by being transparent.
- The decision for Governance group needs to make is if they would like us to proceed with engaging the Health and Social Information Centre (HSCIC) to enable the work that the programme has been doing to populate the data warehouse with the national feeds of SUS, SLAM, MHMDS, CDS data to unburden the partner provider providers from sending direct feeds from their systems into the WSIC data warehouse to be used specifically for a direct care basis.
- **SP** noted that this is not without it's risk, there is a risk that the HSCIC could say that this is a misuse of information and require us to stop using the national feeds from being used in this way which would mean that we would need to start to take feeds direct from provider partner systems.
- **ET** mentioned that schedule three has different conditions that need to be complied with in order for the process to be lawful, there is health care management purpose as an example; in discussion with the QC it was said that there is another condition that also applies stating that if you need to share data to carry out statutory functions which according to the QC could include the role of the Secretary of State to deliver the health service this responsibility can be relied on.
- **DS** noted that this was worst case scenario, and the advise of the QC that NWL is an exemption to the national rule and there was a legal basis to use the information in such a way.
- **SB**, I would also like to note that this will be the first in the country and is truly pioneering; we will make sure that the QC's draft paper is circulated to the group as an FYI.
- that this agreement by the QC was subject to the population being notified of the uses of their data and therefore the fair processing was a key milestone that we would need to reach in order for us to take this further.
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- Group support to take engagement with HSCIC further on their behalf and report back to group on engagement plan.

## **ACTION**

- SB to circulate QC advice (highly confidential) to governance group
- SP, DS, ET and SP to engage with HSCIC (ref data flows) and report back to governance group

## **PART TWO: Brent Hosting**

### **7. Care Information Exchange - ISA Protocol B final view - Eleanor Tunnicliffe**

- **SG** said that the aim was to adopt the care information exchange into the ISA and sign it off today if possible so we can move forward as a community.
- **ET** explained that there is still some work to be done before the sign off highlighting that there were a series of workshops coming up. It was also noted that there was now an updated ISA that includes PART B and requested that should anyone have comments that they should be sent in.
- **SB** asked whether the ISA was in a state that it could be published online as a first version to which **ET** replied that it wasn't ready.
- **LS** asked where the MOU would fit in with the document, whether it incorporated MOU principles in a single document or alongside it.
- **SG** Stressed that alignment was key in response to **LS'** query. The Design Authority's task was to get the partners together and to look at how the alignment would be brought together. There is a need for alignment across North West London and that what is need is an overarching statement of how everything fits together. **SG** asked if Part A had been signed off.
- **ET** informed the group that there were a few tweaks to be made on Part A, but said greater changes in part B needed to be finalised.
- **SG** then asked whether there was any chance of having the paper ready for the next meeting. **ET** went on to explain that the idea is to link comments from the upcoming workshop to comments received from Governance Group.
- **SP** said that having a complete document in February would be most helpful to the Provider partners who will be on the receiving end of the changes.

## **ACTIONS**

- Members of Governance group are to submit any comments that they may have regarding the updated ISA to **ET**.
- **ET** to compile comments into a document and circulate with Governance group.

## **PART THREE: delivery Programmes**

### **8. WSIC Dashboards - Amanda Lucas:**

- **AL** updated the group with the progress of the dashboards project and noted that GP data was still missing from the warehouse. **AL** said that there was a need for a method of extracting data securely and connecting them into the data sets. A third party has been identified to do a proof of concept/pilot with WSIC in NWL and it is hoped that this will be done with both EMIS and System One and 8 practices have agreed to be a part of the pilot covering early adopters in Hillingdon and Brent.
- **AL** believes that the method could also be done via Apollo and piloted with those 8 practices safely and Beechcroft have drafted a DPA for Apollo and each practice to sign. Then for the proof of concept there is a proposal to only use over 65s data. A method has been agreed with Apollo who will run a script on practice and use GP specification to extract.

The model for System One is slightly different, gateway set up in CSU, only extracting data that is required. The reason for the data request was because Apollo identified additional TPP tables to meet the requirement.

- **SB** informed the governance group that the test practices that were ~~nominted~~nominated as proof of concept are sharing data using a separate Data Processing Agreement (DPA) outside of the WSIC ISA, these have been sent out to you all for your information. There were two key decisions that the governance group needed to make so the project team can move forward with pilot practices .

1- The GP data extracted can land and be processed in the secure area WSIC Data Warehouse

2- Once the GP data is landed the information can be linked with other provider partner data to produce prototype WSIC Dashboards

- **SG** urged the Governance group to be mindful that it is in the group's interest to move the pilots forward and that everyone needed to be comfortable that the process that **AL** described is vigorous enough to apply.
- Governance group supported Apollo proof of concept and gave permission to data to be landed and linked inside the WSIC Data warehouse.
- **AL** If the pilots are successful, procurement for Apollo will be reviewed and if commissioned the team will look at including it in the ISA.

### **ACTION**

- **AL** to provide an update to Governance group at next meeting.

## 9. CIE Programme Update – Stephen Janering

- Privacy Impact Officers

- Proposed Working Group

- Data Sets

- **SJ**-provided a brief update on data exchange and said that integration tests had been carried out in Hillingdon. In terms of the other early adopters there is no system in place though three or four of them were said to be coming close to going live in February.
- **SP** asked about the alignment of the IG paperwork with the pilots querying whether if CIE goes through in February would it be a hindrance or would it still work with the project plan.

**SG** the ideal is to have CIE finalised to support EA's and signed off by the end of February.

- **SG** apologised to both **AS** and **JN** who were not aware of a series of CIE workshops taking place.
- **JB** asked how social workers will be engaged in CIE workshops; Governance group needs to make sure that the right people are present.
- **SE** mentioned that the first workshop would be difficult due to an MOU meeting taking place at the same time. **SB** suggested that the workshops be rearranged.
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### ACTIONS

- **SP** suggested that key outcomes of workshop to be shared with Governance group - Steve to send comments to **SB** who will circulate.
- **Steve** to review invites and invite both Angeleca Silverside and John Norton to CIE workshops.

## PART FOUR

### 10. AOB

- **SP** Wanted to confirm the next agenda sighting that the audit security and incident reporting update is brought to next meeting.
- **CL** suggested that the meeting papers should be sent out earlier in future; perhaps setting a deadline for ALL paper submissions.
- **SB** asked group to think about new name for the group and made a suggestion – 'The North West London Digital Governance Group', **SP** suggested 'The Digital IG Group' perhaps bracketing North West London. **SG** said that in changing the name would the terms of



reference have to be revisited to ensure that it meets correct representation or would the group be happy to just change the name.

## ACTIONS

- **SB** to send out Doodle poll regarding new dates for workshops; Steve happy to reschedule.

## 11. OPEN ACTIONS

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<b>68</b>	04.06.2015	ISA Governance Group to send letters to the CCGs to ask for them to encourage the GPs that have not passed the IGT in March but have signed the ISA letters, to ask them to be compliant and confirm.	<b>JC</b> <b>RH</b>	Paused however it will be picked up again by JC who will provide an update to governing group.  JC attended meetings with Harrow Brent and Hillingdon CCGs giving them an update on the GP toolkits. JC will be attending Practice Manager forums and engaging with the Practice	<b>Open</b>

				Managers to ensure that the compliance for the 8 CCGs is exactly where it's meant to be.	
<b>70</b>	04.06.2015	Explore Tier, for an independent review of security arrangements and provide feedback to the governance group.	<b>SP</b>	SP to bring back to group after Data Warehouse is operational.  To be picked up in future meeting.	<b>Open</b>
<b>89</b>	07.06.2015	Social Care Partners to provide agreed minimum dataset for the WSIC Data Warehouse	<b>All</b>	Harrow Sent data Brent Sent data Meeting set up with Triborough.	<b>Open</b>
<b>106</b>	06.10.15	The Governance Group agreed to ask Dr Ben Lucas to chair a group to finish the work on the definition of risk stratification.	<b>ALL</b>	SB Ben Lucas to join GG, pickup	<b>Open</b>
<b>122</b>	05.11.2015	Governance Group to nominate GP co-chair, to be discussed and adopted in 2016	<b>SG</b>	SG talking to nominees.	<b>Open</b>
<b>123</b>	03.12.2015	SG requested that guidance on IG to GP's is provided.			<b>Open</b>
<b>125</b>	03.12.2015	SG advised group that if there are any comments that anybody wishes to make regarding the statement that they send them back to SB as soon as possible.	<b>ALL</b>		<b>Open</b>
<b>126</b>	03.12.2015	DS agreed to look at recommended assurance that the governance group should be seeking from signatories and to report back at next meeting.	<b>DS</b>		<b>Open</b>

127	03.12.2015	JC to get DPA's with TPP, System One.	JC		Open
128		SP/SB/DS Bring back Data Controllers rights and duties instructing data processors to next meeting.	SP/SB/DS		Open
129	03.12.2015	SB to share DPA's with Governance Group.	SB		Open
132	03.12.2015	SB to request an official response from Raj Seedher regarding the Concentra and South East CSU report.	SB		Open
133	03.12.2015	ALL welcome to provide further comments to SB regarding the Concentra and South East CSU report.	ALL	To be picked up in February meeting.	Open
134	03.12.2015	SG requested that following the investigation, both JC and DS work collaboratively to put together a list of recommended options about data controllers i.e. the providers, Brent and their role as a host and the programme and how we focus and engage in the right way. Update to be presented at January meeting.	JC/DS	Update to be given in January meeting.	Open
137	03.12.2015	SB to reiterate the discussion in writing and send out with the document enclosed again to all of the Provider Partners and co-ordinate responses and present everything back to group in another meeting as a finalised draft.	SB	To be picked up in January meeting.	Open
139	03.12.2015	AL to bring demo dashboards to next meeting.	AL		Open
144	07.01.2016	SG requested that a separate list should be created for actions that are paused	NH		Open
145	07.01.2016	SG requested an audit of the attendance register for the last 12 months and for a letter to be drafted to those who have not attended informing them that decisions are being made at meetings.			Open

146	07.01.2016	JC to circulate BHH report to the Governance group.	JC		Open
147	07.01.2016	SB to publish all DPAs online and circulate link to to website location.	SB		Open
148	07.01.2016	SP to pick up action 139 at the next Design Authority meeting.	SP		Open
149	07.01.2016	ALL to look at McKinsey MOU	ALL		Open
150	07.01.2016	<p><b>SP</b> to relay queries from the Governance group to Caroline Bailey and McKinsey. The group are seeking the assurance of the following:</p> <ul style="list-style-type: none"> <li>- Sponsorship from Hillingdon provider partners.</li> <li>- That the MOU sufficiently covers activity broader than multi-disciplinary support in terms of service level and new care models.</li> <li>- Any IP pertaining to the analysis carried out – who owns it?</li> </ul>	SP		Open
151	07.01.2016	<b>SB</b> to have the GP data requests signed off by a GP representative.	SB		Open
152	07.01.2016	<b>RS</b> to make recommendations and draft a brief conclusion report about the incident presenting it to the Governance group in April.	RS		Open
153	07.01.2016	<b>SG</b> has requested a letter of support to be drafted on his behalf for <b>RS</b> .	SB		Open
154	07.01.2016	<b>JC</b> to give an update at the next Governance group meeting about the Exec committee meeting that he is attending.	JC		Open

155	07.01.2016	<b>AL</b> to work with <b>RS</b> to ensure that there are plans in place prior to mitigation ahead of the next Governance group meeting in relation to the CSU and Mckinsey response that are due on the 19 <sup>th</sup> of January.	<b>AL/RS</b>		<b>Open</b>
156	07.01.2016	<b>SB</b> will report back to the Governance group with an update about the Comms that has gone out at next meeting.			<b>Open</b>
157	07.01.2016	<b>ALL</b> The Governance group to have sight of QC advice (highly confidential) to be circulated by <b>ET</b> .	<b>ALL</b>		<b>Open</b>
158	07.01.2016	Members of Governance group are to submit any comments that they may have regarding the updated ISA to <b>ET</b> .	<b>ALL</b>		<b>Open</b>
159	07.01.2016	<b>ET</b> to compile comments into a document and circulate with Governance group.	<b>ET</b>		<b>Open</b>
160	07.01.2016	<b>AL</b> to provide an update to Governance group at next meeting.	<b>AL</b>		<b>Open</b>
161	07.01.2016	<b>SP</b> suggested that key outcomes of workshop to be shared with Governance group - Steve to send comments to <b>SB</b> who will circulate.			<b>Open</b>
162	07.01.2016	<b>Steve</b> to review invites and invite both Angeleca Silverside and John Norton to CIE workshops.	<b>Steve</b>		<b>Open</b>
163	07.01.2016	<b>SB</b> to send out Doodle poll regarding new dates for workshops; Steve happy to reschedule.	<b>SB</b>		<b>Open</b>

## 12. PAUSED ACTIONS

Action No.	Date	Action	Assigned to	Status/Update	Status
92	04.08.2015	Circulate National Partners Summary of WSIC Programme once available	SP	<p>First draft was circulated for comment, waiting for LGA to write up case study.</p> <p>DS met with WELC who do not believe that IGA understand what we are doing nor do they think that they will publish material. SB to circulate link to recent publication.</p> <p>National work paused.</p>	Paused
100	08.09.2015	RACIE of the proposed Programme to be shared with the Governance Group	JH	Paused until 2016.	Paused
101	08.09.2015	Imperial Healthcare Partners to come back to the Governance group to answer questions on data flows, IAO, Clarification of hand-off of liability (roles and responsibilities), patient complaints procedure and demonstration or proposal of look up tool.	JH	Paused until 2016.	Paused
102	08.09.2015	Legal review of changes of WSIC ISA and associated risks to be brought back to Governance	JH	Provider Partners have expressed concern.	Paused

		Group			
<b>103</b>	08.09.2015	C2C team need to come back to Governance Group with feasibility data request	<b>JH</b>	Provider Partners have expressed concern.	<b>Paused</b>